

## CAREER SERVICE PANEL WORK SHEET

| PRODUCTIVITY: The degree to which the person's output is considered adequate in terms of ORD's standards of quality, quantity, timeliness.     | Well below standards<br><input type="checkbox"/>           | Below standards<br><input type="checkbox"/>  | Meets standards<br><input type="checkbox"/>                                | Exceeds standards<br><input type="checkbox"/>                      | Greatly exceeds standards<br><input type="checkbox"/>                       |
|--|--|--|--|--|---|
| INITIATIVE: Facility and frequency with which the person, on own incentive, begins, organizes or undertakes action.                            | Relies on others<br><input type="checkbox"/>               | Initiates within limits<br><input type="checkbox"/>                                  | Average initiative<br><input type="checkbox"/>                             | Exceeds expectations<br><input type="checkbox"/>                   | Far exceeds expectations: 'self starter'<br><input type="checkbox"/>        |
| DEPENDABILITY: Degree to which person follows up on responsibility assumed and duties expected by the people who rely on him/her.              | Undependable<br><input type="checkbox"/>                   | Can usually be depended upon<br><input type="checkbox"/>                             | Average dependability<br><input type="checkbox"/>                          | Seldom fails to deliver<br><input type="checkbox"/>                | Totally dependable<br><input type="checkbox"/>                              |
| JUDGMENT: The degree to which person's recommendations and decisions are sound and effective.  | Defers to others<br><input type="checkbox"/>               | Will make recommendations when necessary<br><input type="checkbox"/>                 | Usually makes sound decisions/ recommendations<br><input type="checkbox"/> | Can be relied on for decisions<br><input type="checkbox"/>         | Outstanding judgment<br><input type="checkbox"/>                            |
| CREATIVITY: The degree to which the person develops original or innovative alternatives and solutions to problems.                             | Gets ideas from others<br><input type="checkbox"/>         | Occasionally make suggestions that are new<br><input type="checkbox"/>               | Average creativity<br><input type="checkbox"/>                             | Often makes new and useful suggestions<br><input type="checkbox"/> | Highly imaginative/an idea person<br><input type="checkbox"/>               |
| ADAPTABILITY: The degree to which the person can adjust to and function in new or unexpected circumstances.                                    | Requires a known situation<br><input type="checkbox"/>     | Has demonstrated an ability to adjust to a slight degree<br><input type="checkbox"/> | Average adaptability<br><input type="checkbox"/>                           | Likes new situations<br><input type="checkbox"/>                   | Highly adaptable Novelty is a challenge to meet<br><input type="checkbox"/> |
| PLANNING ABILITY: The degree to which the person demonstrates the capacity to analyze, organize and make practical plans to meet new problems. | Requires direction from others<br><input type="checkbox"/> | Limited planning ability<br><input type="checkbox"/>                                 | Average planning ability<br><input type="checkbox"/>                       | Can usually make adequate plans<br><input type="checkbox"/>        | Exceptional planning ability<br><input type="checkbox"/>                    |

Comments: \_\_\_\_\_

## CAREER SERVICE PAPER WORK SHEET

| TECHNICAL KNOWLEDGE: The degree to which the person possesses the knowledge of his technical field (or of other fields) necessary in the job he/she is doing. | Possesses only the basic knowledge<br><input type="checkbox"/>                 | Tech. knowledge somewhat below average<br><input type="checkbox"/>             | Average technical knowledge<br><input type="checkbox"/>         | Above average technical knowledge<br><input type="checkbox"/>                  | Very well informed in technical areas<br><input type="checkbox"/>                             |
|---|--|--|---|--|---|
| WRITING SKILLS: The degree to which the person organizes ideas and expresses them clearly in effective written form.  | Output requires extensive re-writing<br><input type="checkbox"/>               | Writing is acceptable with some re-writing<br><input type="checkbox"/>         | Average writing skill<br><input type="checkbox"/>               | Writing needs little re-writing<br><input type="checkbox"/>                    | Produces finished output which needs no changes<br><input type="checkbox"/>                   |
| ORAL SPEAKING SKILLS: The degree to which the person organizes ideas and expresses them clearly in effective oral form.                                       | Has difficulty expressing self orally<br><input type="checkbox"/>              | Oral communication usually acceptable<br><input type="checkbox"/>              | Average oral expressive skill<br><input type="checkbox"/>       | Speaks well with good organization<br><input type="checkbox"/>                 | Exceptionally articulate<br><input type="checkbox"/>  |
| INTERPERSONAL SKILLS: The degree to which the person is able to function effectively with other people both subordinates, colleagues and superiors.           | A loner<br><input type="checkbox"/>  | Works with others only with difficulty<br><input type="checkbox"/>             | Average ability to work with others<br><input type="checkbox"/> | A good and effective group member<br><input type="checkbox"/>                  | Outstanding and effective as a leader and follower<br><input type="checkbox"/>                |
| SUPERVISORY SKILLS: The degree to which the person effectively directs others, plans for their effective utilization and gains their support.                 | A weak supervisor<br><input type="checkbox"/>                                  | Adequate supervisor only with strong direction<br><input type="checkbox"/>     | Average supervisory skills<br><input type="checkbox"/>          | Skillful in most supervisory tasks<br><input type="checkbox"/>                 | Strong leader and effective organizer of subordinate's activities<br><input type="checkbox"/> |
| TECHNICAL POTENTIAL: The capacity of the individual for growth and increased responsibility of an essentially technical nature.                               | At or near full potential<br><input type="checkbox"/>                          | Has some capacity for more responsibility<br><input type="checkbox"/>          | Average potential<br><input type="checkbox"/>                   | Clearly capable of performing beyond present level<br><input type="checkbox"/> | Outstanding capacity for additional tech. responsibility<br><input type="checkbox"/>          |
| MANAGEMENT POTENTIAL: The capacity of the individual for growth through increased responsibility of a supervisory nature.                                     | No potential for further management responsibility<br><input type="checkbox"/> | May have some capacity for added management duties<br><input type="checkbox"/> | Average management potential<br><input type="checkbox"/>        | Appears suited to assume more management duties<br><input type="checkbox"/>    | Outstanding managerial talent<br><input type="checkbox"/>                                     |

Comments:

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